For 24 hour customer support call

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or visit www.rca4business.com

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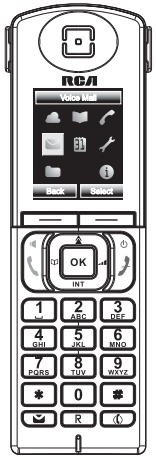
IP160S

Quick start guide



Left soft key: access to call list

Right soft key: access to calendar

Navigation key: main menu/OK key

Left: phonebook

Right: volume control

Up: redial

Down: intercom

BLF key

End call
Power on/off

Accept calls
Handsfree mode
Select line

Hash key: change text input method (upper case/lower case)

Voicemail key

Star key: lock/unlock keypad

Mute key: mute/unmute

Display icon description

	Missed calls		Ringer off		Voicemail
	Handsfree activated	DND	Do not disturb		Headset mode
	Mute		Keypad lock		Alarm on
	Battery charge level : ok Batteries need charging		Good reception quality Bad reception quality		Call in progress (green) Call on hold (red) Call ended (red)
	Call forward				

Base led description

Steady Amber	Base is connected to network or router
Off	Base not yet up or no network connection
Alternating Amber and Blue	DECT registration mode
Flashing Blue	Software upgrade

Making a call

- Pre-dialing: enter the phone number and press .
- Direct dialing: press Enter the phone number.
- Handsfree: enter the phone number and press twice.
- Headset: connect the headset to the phone, enter phone number and press .

Note: to place a call from a specific line, make a long press on , select the desired line and press OK .

Extension dialing

- Dial the 3-digit extension and press .

Redial

- Press .
- Highlight a record.
- Press to make the call, you may select the line by long pressing .

Accepting a call

- Handset mode: press .
- Headset mode: press .
- Handsfree mode: press twice.

Putting a call on hold

- Select **Hold** with navigator and press OK .
- To retrieve the call, select **Unhold** with navigator and press OK .

Note: with more than one active call, select call with **Switch** softkey .

3-party conference

- Once in line with 1st caller, press **2nd Call** softkey, then select the type of call and press OK .
- Dial 2nd party number or select handset and press OK .

Note: you may be asked to select the line to use for the second call.

Call transfer

Attended transfer:

- Once in line with 1st caller, press **2nd Call** softkey, then select the type of call and press OK .
- Dial the second telephone number or select handset.
- When the call is answered, select **Transfer** from call options list to complete the transfer.

Blind transfer:

- Once in line with 1st caller, press **Transfer** softkey.
- Dial the destination telephone number and press **Transfer** soft key.

Handset to handset transfer :

- Once in line with 1st caller, press **2nd Call** soft key, then select **Intercom.**
- Select the handset to transfer the call to and press **Transfer.**

Call forward

- Press OK to open main menu. Select **Services → Call Forward**.
- Select the line for which you want to set call forward.
- Then select the type of call forward.
- Set the status to **enabled/disabled**, fill in destination number and press OK .

Paging and Intercom

- To locate your handsets, press the paging key on the base. Press again to cancel.
- To make an internal call to another handset, press **INT** key, select the desired handset from the list and press OK .

Language selection

- Press OK to open main menu. Select **Settings → Language**.
- Select the desired language and press OK .

Phonebook

Access phonebook :

- Press .
- Select the **Directory type**.
- Select a contact and press **Options** soft key to select an operation.

Add new entry :

- Press .
- Select the **Directory** type.
- • Select **Options** and press **Add** soft key to add a new entry.
- Enter first name, last name and numbers.
- Press **Save** soft key.

Do not Disturb

- Press OK , select **Services → DND**.
- Select the line for which you want to set DND feature.
- Select **Activate** and press OK .

Voicemail

- Press to access voicemail.

OR

- Go to **Menu → Voicemail** to check number of messages. Press **Call** softkey to retrieve your messages.